



THE GEORGIA ARCHIVES

KAREN HANDEL, SECRETARY OF STATE

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Records and Information Management Services State Agency Specific Schedules For SOS-Corporations

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Consent to Service of Process Files	Documents relating to consent to service of process forwarded by regulatory agencies	4 years		Temporary-Short Term		260
Corporate Annual Registrations (Annual Reports, F38s)	Documents relating to corporations filing of annual registrations	5 years	O.C.G.A. 590-7-4.09	Temporary-Short Term	Transfer to Archives	89-078
Corporate Charter and Petition Records File (Banks, Banks & Trust Companies, Insurance, Railroads, Navigation, Telephone & Telegraph)	Documents relating to chartering of corporations and the recording and granting of any and all actions affecting the corporate charters	Permanent		Permanent	Transfer to Archives for permanent retention	83-856

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Corporate Charter Files		Permanent		Permanent		74-279
Fiduciary Banks' Instrument Files	Documents relating to filing of instruments authorizing Banks to act in a fiduciary capacity	4 years		Temporary-Short Term		262
Inactive Georgia State Chartered Credit Union Files	Documents relating to chartering or incorporating Credit Unions	Permanent		Permanent	Transfer to Archives for permanent retention	80-321
Inactive Georgia State Chartered Insurance Company Files	Documents relating to chartering of insurance companies	Permanent		Permanent	Transfer to Archives for permanent retention	80-322
Itinerant Carnivals and Circuses Insurance Policy Files	Documents relating to filing of insurance policies for itinerant carnivals and circuses	4 years		Temporary-Short Term		261

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Real Estate Investment Trust Files	Documents relating to establishment and filing of deeds and trusts for Real Estate Investment Trust	1 year		Temporary-Short Term	Transfer to Archives for permanent retention	265
Receipt Book Files	Documents relating to receipt books for payments received	3 years		Temporary-Short Term		267
Registered Mail Book Files	Documents relating to registered mail books	3 years		Temporary-Short Term		266
Registered Mail Book Files		2 years		Temporary-Short Term		145
Registered Trademarks and Service Mark Files	Documents relating to registration, and termination of trademarks and service marks	Permanent		Permanent	Transfer to Archives for permanent retention	259

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Service of Process Files	Documents relating to receiving service of process upon non-resident motorists, foreign and domestic corporations, and other statutes	9 years		Temporary-Short Term		263-A
Service Suit Record Sheet Files	Record sheets for each defendant served	9 years		Temporary-Short Term		73-2
Trademark and Service Suit Division Correspondence Files	Correspondence	3 years		Temporary-Short Term		258
